ТО	D.													DA	ATE REQUESTED					DATE REQUIRED						REQUISITION				Ο.			JOB NO.														
REQUESTED BY (Name, Rm No., Org. and Ext.) DELIVER TO																			DE	SCR	IPTIC	N OF	ORI	IGINAL AND ADDITIONAL INSTRUCTIONS																							
NO SERVICES COPIES TOTAL ORIG. REQUIRED REQ'D PROD.									NO. SERVICES ORIG. REQUIRED								COPIES TOTAL PROD/UNITS					S		P	RINT	ΓING	INS	TRUC		BINDING INSTRUCTIONS									-								
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DIAZO PRODUCTION											105 MM 35 MM															"											LJ		AIVI.	+`	5 10	$\overset{\smile}{-}$	- 1	<i>,</i> 3.	_		
	AUTO POS - PAPER							2 1/4 X 2 3/4													7	TRIM SIZE					COLOR INK						.009	SE	SEW						-						
		AUTO POS - MYLAR										4 X 5													1										PADS				悑		MUG						
		BROWN LINE																			T		FAC	E ON	LY		HEAD TO HEAD					SETS				誧	STAPLE										
	BLUE LINE BLACK LINE							OFFSET PRINTING/DUPLICATING ELECTRO. PLATE														\exists	HEAD TO FOOT						HEAD TO RIGHT					NO. STAPLES				POSIT	ION			-					
SEPIA PRINT						ITEK PLATE										T			71	HEAD TO LEFT									-	SHEETS IN PAD						\neg			-								
PHOTO/LINE - FILM NEGATIVES/POSITIVES								METAL PLATE													T	PAPER										SETS IN PAD								-							
10 X 12 14 X 17																				WEIGHT					KIND COLOR					SHEETS IN SET																	
☐ 16 X 20 ☐ 20 X 24					FILM NEG/POS - HALFTONES																						DISPOSITION OF ORIGINALS,						-														
							10 X 12 14 X 17																									NEGATIVES, PLATES, ETC.															
PHOTO/PRINTS								☐ 16 X 20 ☐ 20 X 24																								RETAIN															
☐ 4 X 5 ☐ 5 X 7																															DESTROY					RET	URN										
	■ 8 X 10 ■ 10 X						PRESS RUN														CERTIFICATION: I certify that the							servic	es																		
	16 X 20						10 X 15 11 X 17														requested are for official gove Appropriation to be charged.							ernment use.																			
							17 X 22														7																										
D/C - DIST. CD B/N - BATCH NO. R/C - RECORD CD																									MILITARY						CIVIL																
D C		ORG CODE B/N R/C FACULTY ADF																							GE		ATE ODE	ι	ISAGE						ULTIMATE CHARGE ADP WORK CODE												
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